

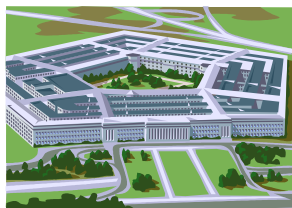


# CPAC NEWSLETTER

November 2009

## IN THIS ISSUE

1	<b>NDA 2010 Enacted: NSPS Repealed Changes to the Retirement Systems – Enacted Under the NDA 2010</b>
2	<b>Noncompetitive Appointment of Certain Military Spouses</b>
3	<b>Conducting a Job Interview</b>
4	<b>Medical Accommodations for On-the-Job Injuries</b>
5	<b>OWCP Claimant Query System (CQS) Death Benefits for Civilian Employees</b>
6	<b>Stopping Union Dues</b>
7	<b>What does “Performs Other Duties as Assigned” mean? Army Exit Survey</b>
8	<b>HR Training Voluntary Leave Transfer Program</b>
9	<b>CPAC Staff Updates CPAC Hours of Operation</b>



## NDA 2010 ENACTED: NSPS REPEALED

The recently enacted National Defense Authorization Act for Fiscal Year 2010 (NDA 2010) contains a provision to repeal the National Security Personnel System (NSPS) and requires the transition of NSPS employees back to the General Schedule (GS) personnel system not later than January 1, 2012.

There are many issues that must be resolved and processes that must be worked out. DoD will not

begin converting employees until they have a comprehensive plan of action and until the processes are in place to execute a smooth transition with minimal disruption to the workforce and the mission.

Employees will **not** be reduced in pay upon conversion. There may be a significant number of employees placed on pay retention, and some employees will receive a salary increase as they convert back to the GS system.

Army has maintained the GS equivalency of all NSPS jobs on the position descriptions. Employees will transition back to the GS equivalency of their permanent position.

DoD has advised that at some point we will begin announcing/filling jobs as GS rather than NSPS, **but not yet**. In the interim, job announcements will alert applicants that jobs filled under the NSPS system will be transitioned to GS in the future.

Additional guidance will be provided as soon as it is received. If you have any questions, please call Ms. Denise Richards, 798-5401, [kay.denise.richards@us.army.mil](mailto:kay.denise.richards@us.army.mil)

## Changes to the Retirement System Enacted Under the NDA 2010



The NDA did not just affect NSPS when it was signed into law, it also contained several changes to the retirement systems for Federal Employees. As this is so new, we do not currently have all the guidance on how to enact

these provisions, but we will be providing additional guidance and information as we receive it. Here is a synopsis of some of the changes/provisions:

- Federal Employee Retirement System (FERS) employees will begin to receive credit for their unused sick leave in the computation of their annuity. This credit will begin immediately at 50% and beginning in 2014 they will receive 100% credit for the sick leave.
- FERS employees, who left federal service and withdrew their contributions from the retirement fund, thereby waiving retirement credit for those years of service, will now be able to make a redeposit of the funds they withdrew into their retirement account, with interest, upon reemployment with the federal government. This provision is effective immediately.
- A change in the ending date for periods of service under CSRS that may be re-deposited by actuarially reduction of the annuity is effective immediately. (Instead of making re-deposits for separations prior to 10/1/90, you can now make re-deposits for separations prior to 3/1/91).
- Authorizes federal agencies to reemploy retired federal employees without offset of the employees' annuity against their salary. Conditions in which it may be appropriate to reemploy an annuitant include but are not limited to:
  - (1) the position is hard to fill as evidenced by historically high turnover, a severe shortage of candidates, or other significant recruiting difficulty; or
  - (2) the position is critical to accomplishing the organization's mission or to completing a specific project or initiative; or
  - (3) the annuitant has unique or specialized skills or unusual qualifications not generally available; or
  - (4) the appointment is for not more than 2087 hours (1 year full-time or 2 years part-time) to mentor less experienced employees

and/or to provide continuity during critical organizational transitions.

These are a few of the changes that the NDAA 2010 enacted. In the coming weeks we will receive additional information and/or guidance and we will provide it as soon as possible. If you have any questions, please call **Ms. Denise Richards, 798-5401, [kay.denise.richards@us.army.mil](mailto:kay.denise.richards@us.army.mil)**

## Noncompetitive Appointment of Certain Military Spouses

A new spouse hiring Executive Order (EO) effect September 11, was designed to



employment for certain spouses negatively impacted by their military sponsors' relocation, incapacitation, or death, and also to recognize and honor the service of their active duty spouses. The EO can be used to noncompetitively appoint spouses: 1) who accompany their military sponsor on PCS; or 2) whose military sponsor is rated as having a service-connected disability of 100%; or 3) the un-remarried widow or widower of a military service member killed while on active duty.

authority, 13473, took 2009, and provide

Executive Order 13473 – Facilitates the entry of military spouses into the Federal Civil Service into temporary, term, and permanent positions.

### Conditions:

- (1) Eligible spouses MUST apply to a job announcement;
- (2) Must meet the qualification requirements for the position;
- (3) May be appointed to temporary, term or permanent positions in the competitive service;
- (4) May only use this authority once per PCS move; and
- (5) No grade-level limitation.

### Eligibility:

- (1) Any military spouse who is authorized AND relocates with their military sponsor to the

member's new permanent duty station via PCS orders; or

(2) Any spouse of a service member who retired with a service-connected disability rating of 100% as documented by a branch of the armed forces, or a spouse of a service member who retired, was released or was discharged from active duty in the armed forces and has a disability rating of 100% as documented by the Department of Veterans Affairs; or

(3) Any unmarried widow or widower of a service member who was killed while on active duty.

### **Proof of eligibility:**

(1) Must provide a copy of the service member's PCS orders authorizing the spouse to accompany the service member AND proof of marriage to the service member with a date on or prior to the issue date of the PCS orders; or

(2) Proof that the service member was released due to a service-connected disability OR documentation of the service member's 100% disability AND proof of marriage to the service member; or

(3) Proof of the service member's death while on active duty AND proof of marriage to the service member.

**Timeframes:** Spouses are eligible for this appointment for a maximum of 2 years from the date of:

(1) Service member's PCS orders; or

(2) Documentation verifying the service member is 100% disabled; or

(3) Documentation verifying the service member was killed while on active duty.

For more information you may call  
**Ms. Victoria Zimmerman, 798-4759,**  
[Victoria.zimmerman@us.army.mil](mailto:Victoria.zimmerman@us.army.mil)



## **CONDUCTING A JOB INTERVIEW**

When it comes to filling a vacant position, there are a variety of selection

techniques available to managers. Typically, these include résumé reviews and reference checks. For some jobs, physical examinations might be required. Nevertheless, the face-to-face interview remains the most widely accepted means of evaluating job candidates.

### **Summary of Steps:**

1. Plan the Interview
2. Develop/Select Interview Questions
3. Conduct the Interview
4. Avoid Prohibited Questions or Practices

#### **1. Plan the Interview**

The planning process should include the following:

- **Review and analyze the position.** Review the position description and qualification requirements of the position for which you are conducting interviews.
- **Review the application package.** The next step is to review the candidate's application. Prior to your receiving the applications, CPAC has already determined that the candidate meets the *minimum* qualification requirements if you have received a screened referral list. It now becomes your job to determine which applicants have the *maximum* potential to meet your needs.
- **Select and arrange for interview space.** This part of the planning process may seem insignificant, and it is often overlooked. However, securing an appropriate space for the interview minimizes distractions for you and the candidate.
- **Schedule/confirm interview with candidate.** You may schedule interviews with candidates on the telephone. However, it is often a good idea to confirm the scheduled time, date, and location of the interview in writing.

#### **2. Develop/Select Interview Questions.**

Each question you ask during the course of the interview *must* be job-related. You are trying to elicit information from the candidate that reveals whether or not he/she is able to do the job, is willing to do the job, and if he/she will make a good match for your organization.

The following are samples questions:

- **Attention to detail.** Describe a project or task that required you to pay particular attention to small points and issues in order to complete the task correctly. How were you made aware of these details? How did you handle them?
- **Clerical skills.** Describe the type of routine office procedures that you have had to follow. What volume of paperwork have you been responsible for? What experience have you had in handling confidential records? How do you ensure the confidentiality/security of information/records maintained in the office?
- **Customer service.** In this job you will be interacting with individuals both within and outside of the agency. Occasionally, you will interact with individuals who are dissatisfied with the service they received. Describe a difficult customer situation you have encountered and how you solved it.
- **Interpersonal skills.** How would you describe your relationship with your most recent supervisor and coworkers? If I were to contact them today, what would they say about you?
- **Teamwork.** Provide me with an example of when you worked very effectively as a member of a team. What was the task? How many people were involved? What was your role?

### 3. Conduct the Interview

The following steps will ensure an effective job interview:

- **Welcome the job candidate.** You should immediately meet and greet the candidate, thank him/her for coming, and chat informally for a few minutes (try to keep your topics limited to commuting, weather, or traffic).
- **Conduct a formal interview.** As you begin the formal interview, provide the candidate with a brief overview of the job and the mission of the agency. Next, you can begin asking the candidate the questions you have prepared and brought with you to the interview.
- **Give the candidate an opportunity to ask questions.** After you have finished asking the

candidate questions, allow the candidate time to ask questions of you.

- **Closing.** Inform the candidate of your anticipated time frame for decision-making. Be realistic. If you expect to make a final decision on the job in the next two weeks, say so.

### 4. Avoid Prohibited Questions or Practices

Remember, always ask questions that are related to the job and avoid asking questions that are a clear or potential violation of the rights of a protected group. For example – “How old are you?”

These are just a few hints that may make the interview process easier.

**POC is Ms. Latania Rudolph, 798-6652,**  
[Latania.rudolph@us.army.mil](mailto:Latania.rudolph@us.army.mil)

## Medical Accommodations For On-The-Job Injuries



The Federal Employees Compensation Act (FECA) requires the employing agency to accommodate employees who have medical restrictions as a result of an on-the-job injury or illness. Under FECA, a partially recovered employee is an employee that is not able to resume the full range of his/her regular duties, however, the employee is able to perform part-time or light duty with less demanding physical requirements. Request for accommodations must be supported by medical documentation.

When medical evidence indicates that limitations due to an on-the-job injury or illness are temporary, the employing agency is obligated to accommodate the injured workers' restrictions without placing undue hardship on the agency. Medical accommodation is adapting the work site, environment, or job functions for a person with work limitations to enable the individual to perform the duties of the position. Generally, a partially recovered employee is expected to eventually recover and return to regular duty.



Employees are only to be accommodated in positions for which they are qualified for and the accommodations must be reasonable.

Accommodations are made on a case by case basis, taking into consideration the employee, his/her specific limitations, the essential duties of the job, the work environment, and the reasonableness of the proposed accommodation.

Managers should assess the effectiveness of each potential accommodation with regard to enabling the employee to perform the essential functions of the job and consider the best accommodation for the organization and the employee. The position must be compatible with the employee's medical condition. If accommodation is made, the manager must monitor the employee's progress and the effectiveness of the accommodation.

If you have any questions in reference to medical accommodations, please call or contact:

**Ms. Cathy Taylor, 798-9095,**  
[cathy.l.taylor@us.army.mil](mailto:cathy.l.taylor@us.army.mil)



## OWCP Claimant Query System (CQS)

United States Department of Labor, Office of Workers' Compensation Programs has launched a query system for claimants. The Claimant Query System (CQS) is designed to provide injured workers' with 24-hour access to their case file status.

CQS provides information on medical billings; reimbursement request; and eligibility and authorization for services. To access CQS, claimants must log on to Department of Labor's Affiliated Computer Service (ACS) website: <http://owcp.dol.acs-inc.com>. The claimant must have their claim number to log on to the system.

On the top left of the screen next to the word FECA, click the claimant tab; at the next screen read and accept the User Agreement. After the User

Agreement has been accepted, the claimant will be asked to enter the Case File #, their Date of Birth, and the Date of Injury. Once that has been done, click on the Submit button. The Inquiries screen will then appear at which the claimant may check eligibility, accepted conditions, medical authorizations and CQS.

CQS will direct the user to the main page, the user must re-enter their claim number. The CQS query screen provides the user's identifying information, address of record, case status, accepted conditions, Continuation of Pay (COP) election, and dates of coverage for the Form CA-16.

The ACS website also has a provider search that claimants may use to search for physicians who accept federal workers' compensation.

**POC is Ms. Cathy Taylor, 798-9095,**  
[cathy.l.taylor@us.army.mil](mailto:cathy.l.taylor@us.army.mil)

## Death Benefits for Civilian Employees



Please be aware that employee death cases are a priority and must be reported to the CPAC immediately.

Supervisors should provide the CPAC with the following information as soon as possible - the name of the employee; the date of death; was the death job related; and the survivor's name, relationship, phone number, and address. The CPAC representative will then notify the Army Benefits Center – Civilian (ABC-C). An ABC-C counselor will contact the survivor within 48 hours.

Each death case is unique based on a variety of factors, to include whether or not the death was service-related, a war-related casualty for a civilian either on active duty or in the performance of civilian duties, or as non-service-related death that occurred suddenly, or following a long illness.

The CPAC representative is available to provide a personal visit to the survivor, either in-home or at the CPAC, to assist with the completion of claim forms, counseling and to answer any questions the survivor may have.

Survivors may be eligible for as many as six kinds of payments based on the deceased employee's civilian service —

1. OWCP – (FECA) - If the employee's death occurred from an injury sustained in the performance of duty, survivors are entitled to tax-exempt compensation payments. The surviving spouse is compensated at the rate of 50% of the deceased employee's salary. If there are eligible children in addition to the spouse, the compensation is 45% plus an additional 15% per child, to a maximum of 75% of employee's regular salary. FECA benefits are not payable if the survivor elects to receive an annuity under CSRS/FERS.

2. FEGLI – Benefits are payable if death occurs while an employee is insured and if beneficiary presents proper notice and proof (death certificate, claim form, etc.). The amount of life insurance which was in effect at the time of the employee's death is payable no matter how the death is caused. (Benefits will not be paid to any person who wrongfully caused the death). Accidental death benefits may be paid if the requirements are met. FEGLI benefits are considered non-taxable income.

3. CSRS/FERS – A monthly annuity is payable to an eligible spouse if the employee had completed at least 18 months of creditable service and dies while subject to retirement deductions. The surviving spouse must have been married to the employee for at least 9 months, or had a child born of the marriage. If the death was accidental, the length of the marriage requirement is deemed satisfied. Each retirement system has additional unique benefits payable to surviving spouses. Children receive a monthly survivor annuity until the child marries or becomes age 18. Unmarried dependent children between the ages of 18-22 if attending an accredited educational institution full time are also eligible. Unmarried disabled children are eligible for benefits if the disability occurred before the age of 18.

4. TSP – Designated beneficiary receives the amount in the employee's TSP account with options (for example a surviving spouse may transfer balance into an IRA).

5. Social Security – Social Security benefits are payable if the deceased employee had earned sufficient credit years covered by Social Security. (Social Security Benefits must be applied for through the Social Security Office.)

6. Unpaid Compensation – Unpaid compensation is paid to the employee's beneficiary. This includes any salary that is due the employee as well as any unused annual leave that had been accrued.

Our desired result is to instill a sense of confidence in the survivors with regards to our personal interest and commitment to handling the benefit claims of their loved one as a priority. Hopefully our assistance to the survivors will help ease the family's concerns and allow them to better cope with their loss.

Questions about death benefits should be directed to **Ms. Denise Richards, 798-5401,**  
[kay.denise.richards@us.army.mil](mailto:kay.denise.richards@us.army.mil)



## STOPPING UNION DUES

If you are a member of the bargaining unit, and currently have dues withheld from your salary, there are three conditions under which you may cancel your union dues allotment. They are as follows:

- You may cancel your dues allotment no earlier than one year following the date on which you initiated the allotment. Your request to cancel your dues allotment (SF 1188) must be in the payroll office NLT 30 days prior to the anniversary date.

- You may cancel your dues allotment on or after 1 September of any year following the one year anniversary of your initial dues allotment. Your request for cancellation (SF 1188) must be received in the payroll office between 1-31 August in order for the cancellation to be processed.
- If you are moving to another installation, into a non-bargaining unit position or resigning from federal service, you must submit an SF 1188 to the payroll office in order for your union dues to stop.

Questions concerning this information may be directed to **Ms. Harris, Labor Relations Officer at 798-7164, [Vicki.s.harris@us.army.mil](mailto:Vicki.s.harris@us.army.mil), or AFGE Local 2022 at 798-2343.**



## What does "Performs Other Duties as Assigned" mean?

The primary reason for requiring the statement "Performs other duties as assigned" on all job descriptions is to establish the principle that the assignment of duties to employees is not limited by the contents of the job description.

Within the scope of their delegated authority, supervisors have the right to make work assignments to subordinates. Minor duties that do not affect the classification of the position and are usually unimportant to work operations and change frequently are covered by the statement "Performs Other Duties as Assigned." If the minor duties,

however, would influence both grade and series determinations and the qualifications required for the work, or are assigned with such frequency as to become "regularly assigned" and they meet the definition of major duties, the job description must be revised.

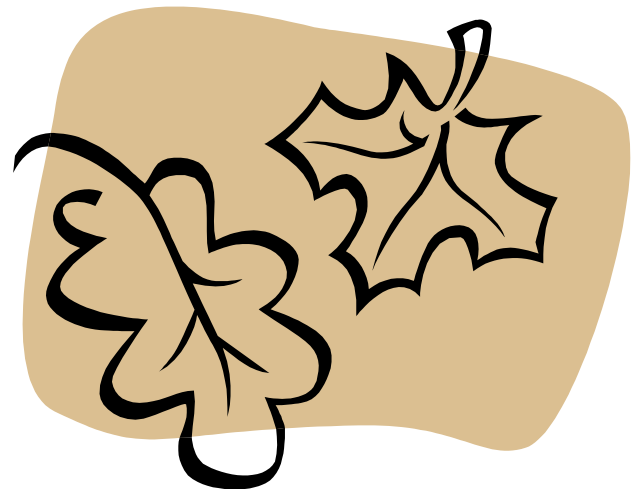
**POC for this is Ms. Shanna Pinckney, 412-9092, [shanna.pinckney@us.army.mil](mailto:shanna.pinckney@us.army.mil)**



## Army Exit Survey

The US Army Civilian Personnel Evaluation Agency (CPEA) developed the Army Exit Survey to examine turnover and improve overall work environment. We encourage all employees who voluntarily leave Army service to take a few minutes to complete the survey. The information provided serves as the foundation for making improvement recommendations. The Army Exit Survey is located in the employee section of the CPOL portal under Automation Links. All responses are completely confidential.

**POC at the CPAC is Ms. Shanna Pinckney, 412-9092, [shanna.pinckney@us.army.mil](mailto:shanna.pinckney@us.army.mil)**





## HR TRAINING

### Human Resources for

**Supervisors** – this is a comprehensive course in basic Human Resources (HR) concepts and web-based HR tools for civilian supervisors and members of the military who supervise civilian employees.

This course combines the former HR for Supervisors and the HR for NSPS Supervisors and is used to certify NSPS supervisors to perform their Performance management responsibilities for the Pay Pool process. Selection for this course is limited to supervisors and priority will be given to new supervisors.

All applicants must use the Civilian Human Resources Training Application System (CHRTAS) to register for this course.

<https://www.atrrs.army.mil/channels/chrtas/default.asp>

We currently have three HR for Supervisors courses scheduled for the upcoming year:

25-29 January 2010

24-28 May 2010

23-17 August 2010

Does your organization need training in Leave, Performance Management, Labor, MER, automation tools? Whatever the HR training needs of your organization, our staff is available to provide it. We will tailor the training to accommodate the specific requirements of your organization.

Watch our upcoming newsletters for additional HR training opportunities, or call to have training provided for your organization.

If you have any questions, please contact Ms. Denise Richards, 798-5401, [kay.denise.richards@us.army.mil](mailto:kay.denise.richards@us.army.mil)



## Voluntary Leave Transfer Program

The employees listed below are currently enrolled in the Voluntary Leave Transfer

Program due to a personal or family medical emergency. If you wish to donate annual leave to one of the employees listed below, you may obtain the OPM Form 630-A, Request to Donate Annual Leave to Leave Recipient, at <http://www.opm.gov/forms/html/opm.asp> and return it to the LaConda Woodberry, HR Technician, 798-4861, at the CPAC Bldg 6901, or fax to 798-9580.

**NOTE:** Donations for MEDDAC employees must be submitted to the HR Office at Blanchfield Army Community Hospital.

Anna Marie Brehm	MEDDAC
Mae Cruz	DOC
Patricia Curtis	DENTAC
Sharon Dennis	MEDDAC
Larry Dial	DPW
Gregory Edwards	DENTAC
Angela Flinn	DHR
Tamara Henne	DPTMS
Larry Keller	DES
Thomas Kelly	DHR
Pierre Ledet	NETCOM
Kimberly Long	CPAC
Deborah Massey	MEDDAC
Amie Merrill	MEDDAC
Craig Paumen	DES
Jennifer Robbins	MEDDAC
Carrie Stead	MEDDAC
Michelle Townsend	DENTAC
Barbara Walker	MRMO
Regina Winn	DENTAC



## **CPAC Staff Updates:**

We would like to welcome our newest employees:

**Ms. Mary Huntington** – 798-4938 – Mary has joined our MEDDAC Staffing team as a HR Specialist

**Mr. Jeffrey Moore** – 798-4754 – Jeff is a HR Specialist currently servicing DPW

**Ms. Marcia Tyler** – 412-4495 – Marcia has also joined the MEDDAC Staffing team as a HR Specialist

**Ms. Charolette Epps** – 798-4879 – Charolette is the newest addition to our staff as a HR Technician. Charolette has joined the MEDDAC Staffing team.

- Unfortunately, we have to say good-bye to Ms. LaDonna Dandridge. LaDonna has been the HR Technician servicing MEDDAC since March 2008 and we hate to see her go, but we do wish her the best in her future assignment.

## **CPAC Hours of Operation**

**0730-1600: Mon, Tues, Wed, Fri**

**1130 - 1600: Thurs**

**0730-1130: Thurs-Closed for In-service Training**

We welcome your feedback and any suggestions you have for future articles. Suggestions can be faxed to 798-9580 or emailed to: [kay.denise.richards@us.army.mil](mailto:kay.denise.richards@us.army.mil)

***//ORIGINAL SIGNED BY//  
Valencia C. Bratton  
CPAC Director***